

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Department: Recreation

Position to be Filled: Maintenance Supervisor

Required Qualifications/Essential Duties:

- Must have High School Diploma or General Education Degree (GED) plus three years experience in related field;
- Valid California Drivers License- **Required**;
- Must be insurable through companies carrier and maintain throughout employment- **Required**;
- Valid First Aid and CPR certification and maintain throughout employment- **Required or obtain within 90 day introductory period.**
- Coordinate cleaning of debris from parking area, buildings, Recreational Fields, Pool and Grounds, and surrounding areas daily;
- Coordinate mowing, edging, weeding, watering of surrounding ground of the building and parks;
- Coordinate cleaning of basketball courts, keep free of dangerous debris;
- Coordinate and review work orders to keep Recreation and Education building in good safe repairs daily;
- Write up work orders and purchase orders, submit to Assistant Director for approval. Submit copy upon completion with signatures to office for filing;
- Document and maintain yearly/monthly records of vehicle maintenance and repair for the Recreation and Education Departmental vehicles and transport vehicle for services and fuel on a daily basis;
- Ability to train, motivate, support staff and provide constructive criticisms and coaching as needed;
- Manage maintenance and preventive maintenance of equipment, vehicles, and buildings at the coyote corner, ball fields, pool area and quad park;
- Drive company vehicles or personal vehicles to conduct business on behalf of the Recreation Department.

Ball Field, Multipurpose Field, Pool Area, Coyote Corner, Sweat Lodge and Quad Park Essential Duties and Responsibilities

- Coordinate cleaning of debris from grounds and surrounding sidewalks;
- Coordinate mowing, edging, weeding, and watering of grass and plants;
- Coordinate repair of buildings, equipment, fences, etc;
- Coordinate cleaning of outdoor bathrooms, replenish paper products as needed;
- Coordinate cleaning of pools, backwash, and chemical maintenance.

Reports To: Assistant Director

Starting Rate of Pay: DOE –Range 50 (Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: June 15, 2016

Deadline: Open Until Filled

Department Director

Date

Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.